

## **SUGGESTED EPA INTERN PROGRAM RESUME FORMAT (2/2002)**

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. ***If your resume does not provide all the information requested, or contains false statements, you may lose consideration for the EIP.*** If a hard-copy resume is requested, type and print clearly in dark ink on white bond paper. ***If you apply through the EPA EZhire system, you will be asked to use a straight text format with no bold, underlining, or italics.*** A resume should contain:

### **VACANCY INFORMATION** *EPA Intern Program – LV-EIP No. XXX*

#### **PERSONAL INFORMATION:**

- Full name
- Contact information: School and permanent mailing addresses (w/ZIP), day and evening phone numbers, fax number, and e-mail address
- Social Security Number
- Country of citizenship (U.S. citizenship is required for Federal employment.)
- Highest Federal civilian grade held with job series and relevant dates (if applicable)

#### **EDUCATION:**

- Names and addresses of all colleges/universities attended
- Type, major, and year of all degrees received or anticipated, as well as cumulative GPA

**WORK EXPERIENCE:** [Note - this resume may be longer than two pages.] Please include the following information for ***all of your paid and volunteer/unpaid work:***

- Job title (include series and grade if previous Federal employment)
- Employer's name and address
- Supervisor's name and phone number (plus e-mail address if available)
- Duties and accomplishments
- Starting and ending dates (month and year)
- Salary and hours per week
- Indicate if we may contact your current supervisor

#### **OTHER QUALIFICATIONS**

- Title and year of job-related training courses, other than those used towards your degree(s)
- Job-related skills
- Job-related certificates and current licenses
- Job or school-related honors, awards, and special accomplishments, e.g., publications, membership in professional or honor societies, leadership activities, public speaking, and performance awards. ***Provide dates, but do not send documentation unless requested.***

**[Please see the “EPA Intern Program Sample Resume” on the next page.]**

## **EPA INTERN PROGRAM SAMPLE RESUME (1/8/2000)**

**Vacancy Information: EPA Intern Program – Job Announcement LV-EIP No. XXX**

**APPLICANT NAME**  
**U.S. Citizen SS# xxx-xx-xxxx**

**Current/School Address:**

University Hall  
123 Campus Drive  
City, ST 11111  
Day Phone: xxx-xxx-xxxx  
Eve Phone: xxx-xxx-xxxx  
Fax: xxx-xxx-xxxx  
E-mail: interested@provider.edu

**Permanent/Family Address:**

1234 Street  
Apt. 6  
Somewhere, ST 13579  
Day Phone: xxx-xxx-xxxx  
Eve Phone: xxx-xxx-xxxx  
Fax: xxx-xxx-xxxx  
E-mail: intern@pls.com

**EDUCATION:**

- , ***Bachelors of Science in Biology with a Minor in Environmental Studies***, May 1997  
XYZ University, City, State  
Cumulative GPA
- , ***Environmental Science Courses***, Spring 1996  
Victoria University of Wellington, New Zealand

**ADDITIONAL TRAINING:**

- , ***Basic First Aid and CPR for the Professional Rescuer***, 1997, Up-dated 1998
- , ***Effective Environmental Education Presentations Seminar***, 1997  
Lassen Volcanic National Park
- , ***Basic Firefighting S/130-190***, 1997  
Lassen Volcanic National Park
- , ***Outward Bound School***, 16-day course, Summer 1991  
Cedar Rock, NC

**INSTRUCTIONAL EXPERIENCE:**

**Volunteer-in-the-Parks Program, Lassen Volcanic National Park, Mineral, CA**

**Summer Volunteer Intern**

**Dates Employed:** 6/6 - 9/15/97

**Hours per Week:** 40+

**Salary:** N/A

**Supervisor Contact Information:** Mr. Smith, Phone: xxx-xxx-xxxx

- < Worked closely with interpretive park ranger staff and assisted in projects that included environmental education, wildlife surveying, exhibit design, and program development
- < Planned, designed, and taught two Junior Ranger Programs on “Wildlife of Lassen” and “Birds of Lassen”
- < Initiated design, site recognition, and creation of an updated Indian Ways Interpretive Trail: “Through the Eyes of an Atsugewi”
- < Conceived the idea and created a hands-on children’s exhibit, “A Closer Look at Lassen” for the Loomis Museum

**APPLICANT NAME -- SS# xxx-xx-xxxx**

**Mulberry Outdoors Camp, Mountains, ST**

***Head Camp Counselor***

**Dates Employed: 5/30 - 8/20/94 and 1995**

**Hours per Week: 40+**

**Salary: \$800 - 900/month**

**Supervisor Contact Information: Ms. Lamb, Phone: xxx-xxx-xxxx**

- < Supervised and instructed campers, ages 9 - 15 years, for one- and two-week sessions at an experiential wilderness school
- < Designed and taught educational activities in wildlife identification, ecological diversity, low-impact camping skills, and wilderness exploration
- < Evaluated and advised staff and supported them in their responsibilities and projects.

**OTHER WORK EXPERIENCE:**

**Isla Espanola, Galapagos Islands, Ecuador**

***Research Field Assistant***

**Dates Employed: 10/12/97 - 3/14/98**

**Hours per Week: 40+**

**Salary: \$6.00/hour**

**Supervisor Contact Information: Professor Hilton, Phone: xxx-xxx-xxxx**

- < Conducted research on sea birds, especially the Masked Booby, under the supervision of a professor and a Ph.D. student
- < Designed and conducted research prototypes for additional data collection to be used for analysis of animal behavior

**Science Center, City, ST**

***Visiting Naturalist***

**Dates Employed: 4/1 - 6/1/98**

**Hours per Week: 20**

**Salary: \$6.50/hour**

**Supervisor Contact Information: Laura Green, Phone: xxx-xxx-xxxx**

- < Conducted nature walks for groups of 10-15 families with school-age children
- < Planned and acted as curator for a hands-on exhibit featuring winter habitats and animal behavior

**North Carolina Wildlife Federation, Raleigh, NC**

***Summer Intern***

**Dates Employed: Summer 1995**

**Hours per Week: 40**

**Salary: N/A**

**Supervisor Contact Information: Dr. Landry, Phone: xxx-xxx-xxxx, E-mail: prof@u.edu**

- < Raised awareness of environmental issues and planned lobbying days by contacting media and influential individuals throughout the state
- < Monitored meetings and distributed relevant information to legislators and the public in the state capitol building

**APPLICANT NAME -- SS# xxx-xx-xxxx**

**Observer News Enterprise, Raleigh, NC**

***Sports Photographer***

**Dates Employed: 6/1 - 8/30/98**

**Hours per Week: 20+**

**Salary: \$5.00/photo plus expenses**

**Supervisor Contact Information: Mike Ball, Phone: xxx-xxx-xxxx**

**Hills and Trails, City, ST**

***Sales Associate***

**Dates Employed: 8/96 - 4/97**

**Hours per Week: 25-30**

**Salary: \$5.50/hour**

**Supervisor Contact Information: Marilyn Jones, Phone: xxx-xxx-xxxx**

**Yard Caretakers, City, ST**

***Landscape Manager***

**Dates Employed: Summer 1996**

**Hours per Week: 40+**

**Salary: \$5.50/hour**

**Supervisor Contact Information: No longer able to contact – business closed**

**LEADERSHIP EXPERIENCE:**

**University Outdoor Recreation and Adventure Club, State University, City, ST**

***Co-president, 1994-97***

- < Planned, coordinated, and participated in back-packing, rock-climbing, mountain biking, white water rafting, and service projects
- < Instructed and demonstrated outdoor skills through educational, hands-on lessons

**Headstart Program, Cherokee Nation, Telaquah, OK**

***Volunteer Coordinator, March 1996***

- < Participated in a week-long project to improve school facilities and assisted teachers with educational activities

**Habitat for Humanity, Santa Domingo, Dominican Republic**

***Mission Trip Coordinator, 1992-93***

- < Conceived mission plan, coordinated 20 volunteers, and participated in the building of three houses

**HONORS:**

- , **University Dean's List, 1996-98**
- , **University Student Ambassador to International Student Roundtable, Fall 1997**
- , **Voted "Volunteer-of-the-Year" by Student Government Association, 1997**